

Dining Facility Files Index

Location	Record Type	Record Number	Record Title	Disposition Year Type	Folder Titles
File Drawer Number 1	KE	30	General food program correspondence files	(KE6) CY	MFR-Unit Support Food Flasher Messages Request to Stock New Line Item (DA Form 7457) Risk Management Data Log (DA Form 7458) **Include ALL in your files. ** NOTE: Title Folders to identify the contents.
	KE	30-22b	Menus files	(KE6) CY	Master Menu Special Menus Menu Board Proceedings Enlisted Dining Facility Advisory Council Minutes
RECORD DIVIDER					
	T	30-22a	Cash receipts	(T2) FY	Control Record for Dining Facility-DD Form 1544 (DA Form 3546) Cash Collection Voucher (DD Form 1131) Cash Collection Voucher (PCN-AJK-A07) Cash Collection Voucher-Reprint (PCN-AJK-E3P) Cash Register Receipts
Location	Record Type	Record Number	Record Title	Disposition Year Type	Folder Titles
File Drawer Number 2	K	30-22d	Dining facility operations	(K6) 6 MO ACTIVE FY	Production Schedule (DA Form 3034) Production Schedule Report (PCN-AJK-421) Additional Production Schedule Report (PCN-AJK-LW1) Kitchen Requisition (DA Form 4552) Kitchen Requisition and Returns Report (PCN-AJK-425) Signature Headcount Sheet (DA Form 3032) Headcount Report (DA Form 2970) Headcount/Cash Collected Report (PCN-AJK-A01) Daily Headcount Report (PCN-AJK-A04) ** No longer required. See Section 8 of the DFO End Users Manual. Recapitulation of Meal Record (AHC Report) Cashier Closeout Report (AHC Report) Inventory Record (DA Form 3234) Monthly Inventory Recap Sheet for DA Form 3234 (DA Form 3234-1) Weekly Inventory Report (PCN-AJK-459) Monthly Inventory Report (PCN-AJK-460) Disposition of Subsistence (DA Form 3034-2) Percent Deviation Report (PCN-AJK-N42) Inventory Disposition of Subsistence Report (PCN-AJK-N41) Strength and Feeder Report (DA Form 5913)
	K	30-22h	Ration request, issue, delivery, and account status files	(K6) 6 MO ACTIVE FY	Batch Update Register Report (PCN-AJK-001) Purchase Request and Commitment (DA Form 3953) Ration Request/Issue/Turn-In Slip (DA Form 3294) Shopping List for Dining Facility Report (PCN-AJK-395) Direct Vendor Delivery Report (PCN-AJK-397) TISA/Vendor Delivery Ticket Ration Control Sheet (DA Form 5914) Request for Issue or Turn-In (DA Form 3161) Turn-In to TISA Transfer Report (PCN-AJK-468) Dining Facility to Dining Facility Transfer Report (PCN-AJK-466)
RECORD DIVIDER					
	K	30-22m	Unsatisfactory subsistence files	(K6) 6 MO ACTIVE CY	Unsatisfactory Material Report (DD Form 1608) Report of Discrepancy (SF 364)
	K	30-22z	Garrison ration accounts	(K6) 6 MO ACTIVE CY	Statement of Charges-Subsistence Loss (DD Form 362) Statement of Charges Report (PCN-AJK-464) Report of Survey (DA Form 4697) Report of Survey Report (PCN-AJK-462)

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File Drawer Number 3	K	30-22d	Dining facility operations	(K6) 6 MO INACTIVE FY	Production Schedule (DA Form 3034) Production Schedule Report (PCN-AJK-421) Additional Production Schedule Report (PCN-AJK-LW1) Kitchen Requisition (DA Form 4552) Kitchen Requisition and Returns Report (PCN-AJK-425) Signature Headcount Sheet (DA Form 3032) Headcount Report (DA Form 2970) Headcount/Cash Collected Report (PCN-AJK-A01) Daily Headcount Report (PCN-AJK-A04) ** No longer required. See Section 8 of the DFO End Users Manual. Recapitulation of Meal Record (AHC Report) Cashier Closeout Report (AHC Report) Inventory Record (DA Form 3234) Monthly Inventory Recap Sheet for DA Form 3234 (DA Form 3234-1) Weekly Inventory Report (PCN-AJK-459) Monthly Inventory Report (PCN-AJK-460) Disposition of Subsistence (DA Form 3034-2) Percent Deviation Report (PCN-AJK-N42) Inventory Disposition of Subsistence Report (PCN-AJK-N41) Strength and Feeder Report (DA Form 5913)
	K	30-22h	Ration request, issue, delivery, and account status files	(K6) 6 MO INACTIVE FY	Batch Update Register Report (PCN-AJK-001) Purchase Request and Commitment (DA Form 3953) Ration Request/Issue/Turn-In Slip (DA Form 3294) Shopping List for Dining Facility Report (PCN-AJK-395) Direct Vendor Delivery Report (PCN-AJK-397) TISA/Vendor Delivery Ticket Ration Control Sheet (DA Form 5914) Request for Issue or Turn-In (DA Form 3161) Turn-In to TISA Transfer Report (PCN-AJK-468) Dining Facility to Dining Facility Transfer Report (PCN-AJK-466)
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	K	30-22m	Unsatisfactory subsistence files	(K6) 6 MO INACTIVE CY	Unsatisfactory Material Report (DD Form 1608) Report of Discrepancy (SF 364)
	K	30-22z	Garrison ration accounts	(K6) 6 MO INACTIVE CY	Statement of Charges-Subsistence Loss (DD Form 362) Statement of Charges Report (PCN-AJK-464) Report of Survey (DA Form 4697) Report of Survey Report (PCN-AJK-462)
Location	Record Type	Record Number	Record Title	Disposition Year Type	Folder Titles
File Drawer Number 4	K	30-22c	Dining facility reviews	(K6) 1 YR ACTIVE FY	Monthly Earnings and Expenditure Record (DA Form 7454) Earnings and Expenditure Record Report (PCN-AJK-PC1) Financial Summary (DA Form 7455) Current Account Status Report (PCN-AJK-PG1) Cook Status Report (PCN-AJK-JD1) Equipment Replacement Record (DA Form 3988) Dining Facility Equipment Inventory Report (PCN-AJK-H41) SIK Report (AHC Report)
RECORD DIVIDER					
	K	30-22c	Dining facility reviews	(K6) 1 YR INACTIVE FY	Monthly Earnings and Expenditure Record (DA Form 7454) Earnings and Expenditure Record Report (PCN-AJK-PC1) Financial Summary (DA Form 7455) Current Account Status Report (PCN-AJK-PG1) Cook Status Report (PCN-AJK-JD1) Equipment Replacement Record (DA Form 3988) Dining Facility Equipment Inventory Report (PCN-AJK-H41) SIK Report (AHC Report)